

TOKA NUWAN WAYAYAWPI

Position Description

Position Title: Bus Monitor

Position Summary: Assist the school bus driver in maintaining discipline while bus is in operation; maintain proper records and documentation; assist student loading, unloading and seating arrangements as required.

Responsibilities:

1. Assists the bus driver with the safety, movement, management and care of the children boarding the school bus, leaving the school bus or while in transit
2. Seats self in an area on the bus to ensure observation of all passengers at all times and make sure they are following school bus safety rules
3. Able to monitor and attend to students' behavior, and to enforce bus rules
4. Use age appropriate communication skills with children on bus
5. Assists the school bus driver in reporting infractions of school bus safety
6. Is aware of problems between students and keeping those students separated by assigning seats
7. Ensures that child takes his/her belongings with him/her when departing the bus
8. Assists bus driver with pre-trip and post-trip inspections
9. Check the bus to assure there are no children remaining on the bus
10. Assists the bus driver in keeping the bus clean.

Must be able to:

1. Walk, lift, reach, stoop, stand, grasp, balance, kneel, and crouch
2. Work in various inside and outside environments being subjected to weather changes, noise and vibrations
3. Maintain proper records and documentation and communicate effectively both oral and written
4. Attend in-service trainings and meetings as assigned
5. Must comply with safety procedures
6. Demonstrate regular attendance and punctuality
7. Perform other duties consistent with the position as assigned.

Position Requirements:

High school diploma or GED certificate.

Supervisory Controls:

Director of Transportation